



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2023-02-0073-0310-0037
Purchase Request No.:	02-0101-2023-02-0073

REQUEST FOR QUOTATION

Title of Procurement/End-user	: CY 2023 JANITORIAL SERVICES FOR THE MINDANAO FIELD OFFICE (MFO)
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 15 Days
Delivery Location	: Department of Energy Mindanao Field Office, Davao City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **16 March 2023, 4:00PM**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p style="text-align: center;">CY 2023 JANITORIAL SERVICES CONTRACT</p> <p style="text-align: center;">DOE-MFO 3/F Tolentino Building. Candelaria Ave., Ecoland,, Davao City</p> <p>I. BACKGROUND</p> <p>The Department of Energy – Mindanao Field Office (DOE-MFO) located at the 3/F Tolentino Building, Candelaria Avenue, Ecoland, Davao City, as CLIENT, needs the services of a duly licensed, competent and responsible janitorial service CONTRACTOR who shall render janitorial and hygienic pest and rodent control services (except termite control), for the maintenance and sanitation of CLIENT's premises to include the supply of necessary janitorial equipment, materials and supplies.</p> <p>II. GENERAL OBJECTIVE</p> <p>The CONTRACTOR will maintain the sanitation and hygiene of the DOE-MFO office premises throughout the Contract Period covering one (1) year period from 01 January 2023 to 31 December 2023 unless sooner terminated for any cause by CLIENT by giving CONTRACTOR a thirty (30) day prior written notice of termination.</p> <p>III. MANPOWER</p> <p style="text-align: center;">2 Janitors (6 days a week, 8 hours a day)</p>			480,000.00

	<p>IV. SCOPE OF WORKS</p> <p>The maintenance and sanitation services shall include, but shall not be limited to the following:</p> <p>a. Daily services (Monday to Saturday)</p> <ol style="list-style-type: none">1. Sweeping, scrubbing, mopping, and polishing of floors;2. Cleaning, dusting and polishing of office furniture and equipment, emptying of ash trays, sand urns, wastebaskets and disposal of garbage thru waste segregation management to include implementation of trash bags using color scheme;3. Cleaning of rooms, walls, doors, and fixtures. Sanitizing of toilets and washrooms using special cleaning and sanitizing solutions in basins and toilet bowls;4. Sweeping and cleaning of service roads, pathways, sidewalks, and adjoining premises.5. Watering, cultivation of plants, and removal of weeds.6. Vacuuming of carpeted rooms, offices, conference rooms; and7. Do other related janitorial works, e.g., washing and cleaning of utensils and plates during official meetings, etc. <p>b. Once every week services</p> <ol style="list-style-type: none">1. General cleaning of walls and ceilings including wall decorations and lighting diffusers. <p>c. Once every quarter services</p> <ol style="list-style-type: none">1. Carpet Shampooing;2. Hygienic Pest and Rodent Control Services (except termite control) to consist the following: <p>Hygienic Pest and Rodent Control Services shall be conducted once every quarter during the term of this Contract and upon the request of CLIENT when the need arises.</p> <ol style="list-style-type: none">a. Extermination of bed bugs, rats/mice, flies, mosquitoes, ants, cockroaches, moths, spiders and other flying and crawling pests or insects;b. Spraying which consists of application of residual formulation of pesticide on surface likely frequented by pests or insects, as well as all probable hiding and breeding places, including laying out of rat killer poison pastes and granules, mouse traps and fly papers to places where rats/mice are usually seen; andc. Provision of at least two (2) operational big mousetraps throughout the Contract period and application of rat killer poison pastes and granules as necessary, fly papers to catch small rats especially at office corners, back of credenza, filing cabinets and under the tables where rats are usually seen. <p><u>CONTRACTOR's RESPONSIBILITIES</u></p> <ol style="list-style-type: none">a. Timely monthly full payment of wages to their personnel assigned at CLIENT's premises;b. At the end of each Semester, CLIENT shall rate CONTRACTOR of its monthly accomplishment/performance including the timely delivery of equipment, submission of reports as required, discussion of action plans/activities, and other related matters.	
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	<p>c. Submission to DOE-MFO Director or his authorized representative of the respective Police Clearance, NBI Clearance, Barangay Clearance, Medical Certificate of all its personnel to be assigned to CLIENT prior to deployment or assignment to CLIENT's premises. CLIENT may refuse to accept any janitor from CONTRACTOR for being a security risk, health risk, and not compliant with the requirements.</p> <p>V. TOOLS, EQUIPMENT, SUPPLIES AND MATERIALS</p> <p>See attached Annex “B” of the Contract</p> <p>A penalty of P100.00 per day per Equipment shall be imposed against CONTRACTOR starting on the 2nd day from time the Equipment is found unaccounted or not properly operating. Any Equipment that cannot be repaired within four (4) days' time shall be replaced with an identical unit or brand otherwise the penalty shall be raised to P500.00 per day starting on the 5th day after the unit was found missing and/or defective. CLIENT shall deduct the penalty from CONTRACTOR's monthly payment corresponding to the month in which the penalty was incurred.</p> <p>The cost of undelivered supplies and materials shall be deducted from the CONTRACTOR's monthly payment corresponding to the month in which the non-delivery was incurred based on the bid price of the CONTRACTOR or the CLIENT's ABC itemized cost, whichever is higher.</p> <p>For proper and effective monitoring of deliveries, the equipment, supplies and materials shall be delivered directly to the Admin Section of the CLIENT which is directly in-charge of the supervision of janitorial services.</p> <p>VI. PENALTY for ABSENCES without RELIEVER</p> <p>A penalty of P500.00 per day per janitor/tress shall be imposed against CONTRACTOR starting on the 2nd day of absence of the concerned personnel without a competent reliever and/or qualified replacement on top of the deduction of the absentee personnel's daily wage.</p> <p>VII. COMPONENTS OF CONTRACT COST</p> <ul style="list-style-type: none">a. Daily Wage Rate including COLA if any or its equivalentb. 13th Month Payc. Legal Holidaysd. 5 Days Incentive Leavee. Monthly Premiums for SSS, Philhealth, ECC and PAG-IBIGf. Premiums for Bonds, e.g., Performance, Bid, Labor, Property Damage, Personnel Injury, etc.g. Cost of janitorial supplies and materialsh. Cost of Uniforms of its personnel assigned at CLIENT's premises (2 sets of polo shirt with a long pant with collar and Company Logo)i. Depreciation Cost of Equipment / Toolsj. Once every quarter Pest Control and Hygienic Servicesk. Overhead and Mark-upl. 12% Value Added Tax (VAT)	
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	<p>VIII. BILLINGS AND PAYMENTS</p> <p>CONTRACTOR to submit on or before the second day of the following month its bill on services rendered for the preceding month and accompanied by a Sworn Affidavit by CONTRACTOR to the effect that it has paid all the wages and benefits of the janitorial personnel detailed to CLIENT, in accordance with existing laws, including the remittance of premiums for SSS, EC, Pag-ibig, and Medicare monthly contributions. CONTRACTOR shall submit as proof the official copy of their remittance (monthly and/or quarterly as applicable) to said offices reflecting the names of their personnel assigned to CLIENT. CLIENT shall not process any billing submitted without the foregoing documents. Any janitorial personnel provided by CONTRACTOR under whose services are utilized for more than eight (8) hours a day and/or outside their regular time of works when requested by CLIENT shall be paid his daily regular rate plus overtime based on premium rates as provided under the Labor Code.</p> <p>CLIENT shall process the payments within fifteen (15) working days upon submission by CONTRACTOR of all required documents to be attached to the vouchers. All penalties shall be deducted from the billings for the pertinent period.</p> <p>IX. BEHAVIOUR OF WORKERS AT CLIENT PREMISES</p> <p>All CONTRACTOR's personnel to be assigned at CLIENT's premises shall strictly comply with the provisions as indicated under Annex "A" of the Contract. See attached copy.</p> <p>X. PERMITS AND LICENSES</p> <p>CONTRACTOR warrants obtaining and maintaining all necessary permits and licenses required by national or local officials, or by civilian or military authorities, in order to continue operating legally.</p> <p>XI. TAXES AND FEES</p> <p>Taxes, duties, fees, charges and other legal exactions arising from this Contract shall be for the account of CONTRACTOR. CLIENT shall deduct and withhold the corresponding amounts from said taxes, fees, charges, duties, etc. if it deems necessary pursuant to the requirements of law.</p> <p>XII. SETTLEMENT AND LITIGATION</p> <p>Amicable settlement of disputes. However, if either PARTY shall take judicial action, the venue shall be laid exclusively with the proper courts in Davao City, with the exclusion of other courts and the writs of attachment, injunction, replevin, seizure, etc. issued thereby may be served and enforced anywhere in the Philippines.</p> <p>XIV. RESERVATION CLAUSE</p> <p>CLIENT reserves the right to rescind, terminate or abrogate the Contract with CONTRACTOR in any of, but not limited to, the following instances:</p> <ul style="list-style-type: none">a. Negligence on the part of CONTRACTOR resulting to material and financial losses to the government;b. Submission of falsified or forged license as well as other falsified documents and reports;	
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	<p>c. Engagement by CONTRACTOR or any of its personnel assigned to CLIENT in activities that are dangerous to public safety and welfare or inimical to the national security;</p> <p>d. Report or display of discourtesy and rudeness by any of its personnel; and</p> <p>e. Breach of obligation and the terms and conditions under this Contract;</p> <p>XV. RESERVATION CLAUSE</p> <p>CONTRACTOR is aware that CLIENT is a government agency and, as such, is subject to certain legal requirements and procedures not normally required of private corporation. CONTRACTOR, nevertheless, agrees that whenever such legal requirements and procedures apply to this Contract and affect its validity, effectivity or implementation, this Contract shall be considered amended accordingly so as to enable CLIENT to comply with such requirements. For its part, CLIENT undertakes to exert its best efforts to immediately comply with the requirements in a most equitable manner consistent with good faith.</p>	
<p>General Conditions:</p> <ol style="list-style-type: none">1. Quotation shall be valid for sixty (60) days from submission2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)3. The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">a) Mayor's / Business Permitb) PhilGEPS Registration Number/Certificatec) Income /Business Tax Return (For ABCs above 500k)d) Omnibus sworn Statement (Annex C)4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.5. The Supplier shall clearly state the company name and account name for payment.6. The price quoted is inclusive of all taxes and other charges.7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.		

I. SUPPLIES

A. Monthly (Delivery on the 1st day of the Month)

Specs / Items	Qty	Unit	Unit Cost	Monthly Cost
Powdered Soap (all-purpose soap)	1	kg		-
Diswashing liquid, 30ml ("Axion" or equivalent brand)	1	btl		-
Chlorine	1/4	kg		
Air Freshener, 280 ml ("Glade" or equivalent brand)	1	can		-
Garbage bag, large black	30	pcs		-
Complete Wax, ("Johnson" or equivalent brand)	1	gal		-
Cleanser, 320 mg ("Gleam" or equivalent brand)	1	btl		-
Scratch Pads ("3M" or equivalent brand)	4	pcs		-
Pranela (12 "x 12")	8	pcs		-
			P	-

B. Every 2 months (Delivery on the 1st day of 1st Month)

Specs / Items	Qty	Unit	Unit Cost	Monthly Cost
Spray buffing pads 16" (White)	1	pc		-
Feather duster	1	pc		-
			P	-

C. Quarterly delivery (Delivery on the 1st day of every Quarter)

Specs / Items	Qty	Unit	Unit Cost	Monthly Cost
Top scrubbing pads 16" green	1	pc		-
Wipe out, 125 ml	1	tin		-
Tire Black, 100 ml	1	pc		-
Brooms	2	pcs		-
Polisher stripping pads 16" black	1	pc		-
Baygon 420 ml	1	btl		-
Pledge 400 ml	1	btl		-
Carpet Shampoo ("Johnson" or equivalent brand)	1	gal		-
			P	-

D. One time delivery

Specs / Items	Qty	Unit	Unit Cost	Monthly Cost
Rubber hand gloves, large heavy duty	1	pair		-
Dormat cloth , large	5	pcs		-
Water pail, (hard plastic 16 ltrs capacity	1	pc		-
Dipper big (tabo) standard size	1	pc		-
Mop handle w/ 4 mop heads, cotton large	1	pc		-
			P	-

II. EQUIPMENT (Depreciation life is 3 years)

Delivery upon engagement (brand new to 3 years old)

Specs / Items	Qty	Unit	Unit Cost	Monthly Cost
Heavy duty vacuum cleaner	1	pair		
Heavy duty floor polisher 16" (Victor Brand)	1	pc		
			P	-

TOTAL MONTHLY
COST

P -

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user’s certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
<p>General Conditions:</p> <ol style="list-style-type: none">Quotation shall be valid for sixty (60) days from submissionSample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">Mayor's / Business PermitPhilGEPS Registration NumberIncome / Business Tax ReturnOmnibus sworn Statement (Annex C)Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.The Supplier shall clearly state the company name and account name for payment.The price quoted is inclusive of all taxes and other charges.The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.				

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business name that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]